



ATTENDANCE APPEAL REQUEST FORM

Student: _____

Date: _____

This form is for students who are in danger of being denied course credit as a result of **unexcused absences** as identified in policy IHG-R: Grades and Grading Periods as follows:

Attendance Policy, Promotion and Course Credit

High school students may not be granted credit for a course if unexcused absences from class total more than five (5) class periods for a semester course, or ten (10) class periods for year-long courses.

Appeals Procedure

A parent who has a child who is retained or refused credit for a high school class due to violation of the attendance policy may appeal to the school principal. The appeal must be written, state the reason why the imposed consequences for violation of the attendance policy should be waived, and include the dates of any absences in question. Within five days of the receipt of the request for a hearing, the principal shall schedule a meeting for the parent with the School Leadership Team. At that meeting, the principal and members of the team shall review the student's attendance and scholastic record, hear the parent present their case, and examine the evidence of extenuating circumstances. The principal shall issue the parent a written decision within five working days after the hearing. The written decision shall state whether the provisions of the attendance policy will be upheld or waived and state whether the child will be promoted, retained, and/or given credit for a high school class(es). The principal's written decision shall be final.

This form and all other supporting documentation must be submitted to the main office NO LATER than 3:00 pm on the appropriate date:

1. For first semester courses, the deadline is Friday, January 20, 2023.
2. For second semester courses, the deadline is Friday, June 9, 2023.

If you wish to appeal the attendance exemption, please do the following:

1. Complete the second page of this form, including the number of unexcused absences and the attendance clerk's signature.
2. Attach a typed letter of appeal addressed to the building principal indicating the extenuating circumstances that should be considered. The letter is not to exceed 1/2 page.
3. Return this form and its attachments to the main office by the deadline listed above.



Student Name _____ Grade _____

List the courses for which you are requesting an attendance appeal:

List the courses you wish to appeal	Teacher Name	Current Course Grades	Number of Missing Assignments	Number of Unexcused Absences	Attendance Clerk Signature